

Washington State Enhanced 911
TRAVEL REIMBURSEMENT REQUEST

TRAVELER'S INFORMATION

Name: _____ Title/Position: _____
County/Office: _____ Email Address: _____
Home Address: _____ Work Phone No. _____
Other Contact No. _____

☐ Check here if Electronic Funds Transfer desired (SSN required) SSN: _____

MEETING/CONFERENCE/ACTIVITY INFORMATION

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

Location of Event: _____

Purpose (check one):

☐ Advisory Committee/Subcommittee Date of Meeting: _____
☐ Coordinator Forum Date of Forum: _____
☐ National Conference (Co. Coordinator only) Date of Conference: _____ (Attach brochure)
☐ Other (specify): _____

EXPENSES – Attach ORIGINAL receipts for expenses claimed. No receipts required for meals.

Airfare: \$ _____ Check here if paid directly by State: ☐
Car Rental: \$ _____
Parking: \$ _____
Taxi/Shuttle: \$ _____
Registration: \$ _____
Other: \$ _____ Specify: _____

Lodging: \$ _____ Reimbursable at State rate only. Costs over State rate are reimbursable if pre-approved by E911 State Office.

Total Miles: _____ (For Personal/Government Vehicle requiring reimbursement)
(roundtrip) From: _____ To: _____

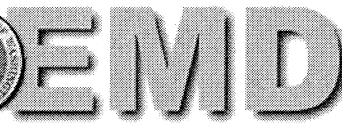
Meals: Meals are reimbursed at the State per diem rate and will be calculated into reimbursement. Receipts are not required.
Meals at conferences (paid for with registration) are not eligible for reimbursement.
Please indicate which meals have been paid as part of the registration:
Date: _____ Meal: _____ Date: _____ Meal: _____

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signature of Traveler _____ Date: _____

If you have any questions, contact the State E911 Office (253) 512-7012
Send completed form and receipts to: E911, Building 20, MS TA-20, Camp Murray, WA 98430

State Office Use:	Initials	Date
E911 Program Manager		
E911 Financial Coordinator		
TVS Representative		



E911 Direct Travel Reimbursement Guidelines and Procedures

- **General Guidelines**

- All vouchers must have original receipts (airfare, hotel, car rental, ferry, taxi, shuttle, and any related travel expense other than food) for reimbursable expenses for the individual traveler, even if the State Office is billed directly.
 - Mail reimbursement form and receipts; faxed or emailed copies are not acceptable.
 - Only one traveler per Travel Reimbursement Request form.
- To determine reimbursement eligibility, contact the E911 Financial Manager or the E911 Financial Coordinator.
- Policy References: E911 Advisory Committee Attendance Policy; E911 Training Policy, as updated
- For questions on process, please contact the E911 State Office Administrative Secretary at (253) 512-7012.

- **Travel Reimbursement Request Form**

- Complete all sections of the form in ink. Please print.
 - If a section is not applicable, indicate so on the form by N/A.
- Sign and date the form.
- Forms are available through the State Office:
 - The forms will soon be available on the E911 Website under Coordinator Guidelines.
- Mail the completed forms and receipts to the address provided on the form. If you do not receive reimbursement within 10 working days, contact the E911 State Office Administrative Secretary.

- **Airfare**

- The use of State-approved travel agencies is preferred.
 - Dalene Phillips, Washington Travel Service: 800.640.2519
 - General Administration: <http://www.wabookonline.com/>
 - Obtain a Travel Authorization number from the E911 Administrative Secretary prior to booking the travel.
- If alternate vendors are used, the State Office cannot reimburse in the event of cancellation.
 - Travel must be completed prior to submitting a voucher for reimbursement.
- The itinerary issued by the travel agency must accompany the request for payment.

- **Vehicle Reimbursement**

- Rental Car
 - Prior approval from the State Office is required.
 - Enterprise is the preferred vendor. Enclose (but do not staple) receipts or invoices, even if the State Office is directly billed.
- Private Vehicle
 - Mileage will be paid in accordance with State travel regulations.
- County/Agency Vehicles
 - Reimbursement based on actual expenses charged to the local 911 Program for use of the county/agency vehicle and in accordance with State travel regulations.

- **Accommodations**

- All of the following must be pre-approved by the State Office for reimbursement
 - High Cost Lodging
 - Valet Parking
 - Internet
 - Special Dietary Needs

TRAVEL REFERENCE GUIDE

State Travel Regulations

<http://www.ofm.wa.gov/policy/10.htm>

Airfare Contract # 13503 (updated 1/25/06)

<http://www.ga.wa.gov/pca/contract/13503c.doc>

Travel Agencies Contract # 12103 (updated 1/25/06)

<http://www.ga.wa.gov/pca/contract/12103c.doc>

Vehicle, Car Rental Contract # 05104 (updated 1/25/06)

<http://www.ga.wa.gov/pca/contract/05104c.doc>

Lodging Rate Directory Contract # 07404 (updated 1/25/06)

<http://www.ga.wa.gov/pca/contract/07404c.doc>

Washington State Lodging Map & Per Diem Rates

<http://www.ofm.wa.gov/policy/colormap.pdf>

DOT Point to Point Mileage Charts

<http://www.wsdot.wa.gov/communications/map/mileage/default.htm>

Washington City/County Locator

http://www.naco.org/Template.cfm?Section=Find_a_County&Template=/cfiles/counties/countiesstateall.cfm&STATECODE=WA

Out of State Per Diem Rates

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

Non Continental USA, Alaska and Hawaii

<http://www.state.gov/m/a/als/prdm/58527.htm>

Quick Reference Guide to Do's and Don'ts through OFM

<http://www.ofm.wa.gov/policy/traveldodont0104.doc>

Washington E911 Policies (as updated):

E911 Advisory Committee Attendance Policy

E911 Training Policy